



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

July 11, 1984

MEMORANDUM TO: LEGISLATIVE LIAISON OFFICERS

Agency for International Development  
Arms Control and Disarmament Agency  
Bureau for International Broadcasting  
✓ Central Intelligence Agency  
Department of Defense  
Export-Import Bank  
U.S. Information Agency  
Inter-American Foundation  
U.S. Trade Representative  
Overseas Private Investment Corporation  
Peace Corps  
Department of State

FROM: Tracey Lawler *rlf*

SUBJECT: Legislative Program for the 1st Session, 99th Congress

This is to remind you that, pursuant to OMB Circular No. A-19, each agency is required to prepare and submit to OMB annually its proposed legislative program for the next session of Congress. The purposes for requiring such legislative programs are: (1) to assist agency planning for legislative objectives; (2) to help agencies coordinate their legislative program with the preparation of their annual budget submissions to OMB; (3) to give agencies an opportunity to recommend specific proposals for Presidential endorsement; and (4) to aid OMB and other staff of the Executive Office of the President in developing the President's legislative program, budget, and annual special messages.

Each agency shall submit its proposed legislative program to OMB at the same time as it initially submits its annual budget request as required by OMB Circular No. A-11 (in this case, by September 15, 1983). If your agency will be proposing no legislation next year, please send a note to this effect.

Please remember that we are not, at this time, looking for actual draft bill language, transmittal letters, and sectional analyses--rather a simple listing with a brief description which captures the substance of the proposal under consideration. I have attached a page from Circular A-19 which describes in more detail what should be included in the legislative program.

Thank you for your cooperation. Questions can be referred to me (395-4710) or Ron Peterson (395-4700).